

# Training

WAC 296-823-120

## Summary

### YOUR RESPONSIBILITY:

**To train your employees about their risk of exposure to bloodborne pathogens and ways to protect themselves**

#### **You must**

Provide training to your employees WAC 296-823-12005 .....	120-2
Provide additional training WAC 296-823-12010 .....	120-4
Maintain training records WAC 296-823-12015 .....	120-5

Training



# Training

WAC 296-823-120

## Rule

### WAC 296-823-12005

#### Provide training to your employees

##### You must

- Make sure all employees with occupational exposure participate in a training program that is:
  - Provided at no cost to them
  - Conducted during compensated working hours.
- Provide training when any of the following occur:
  - Before assigning tasks where occupational exposure might occur
  - At least annually and within one year of the previous training.
- Make sure the content and vocabulary of your training materials are appropriate to the educational level, literacy, and language of your employees
- Make sure the person conducting the required training is knowledgeable about the subject matter as it relates to your workplace
- Make sure the training program contains at least the following elements:
  - An accessible copy of this chapter and an explanation of the contents
  - A general explanation of the epidemiology and symptoms of bloodborne diseases
  - An explanation of how bloodborne pathogens are transmitted
  - An explanation of your exposure control plan and how the employee can obtain a copy of the written plan
  - An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials (OPIM)
  - An explanation of the use and limitations of methods that will prevent or reduce exposure including:
    - Equipment and safer medical devices
    - Work practices
    - Personal protective equipment

**-Continued-**



### WAC 296-823-12005 (Continued)

#### You must

- Information about personal protective equipment (PPE) including:
  - The types
  - Proper use and limitations
  - Selection
  - Location
  - Putting it on and taking it off
  - Handling
  - Decontamination
  - Disposal
- Information about the hepatitis B vaccine, including:
  - Information about its effectiveness
  - Safety
  - Method of administration
  - The benefits of being vaccinated
  - Offered at no cost to the employee for the vaccine and vaccination
- Information about what actions to take and persons to contact when exposure to blood or OPIM occurs outside of the normal scope of work
- An explanation of the procedure to follow if an exposure incident occurs, including:
  - The method of reporting the incident
  - The medical evaluation and follow-up that will be available
- Information about the post-exposure evaluation and follow-up procedure following an exposure incident
- An explanation of the signs and labeling or color-coding required by this chapter
- An opportunity for interactive questions and answers with the trainer at the time of the training session.

**-Continued-**



# Training

WAC 296-823-120

## Rule

### WAC 296-823-12005 (Continued)



**Note:**

- This may be person-to-person, by telephone, or by e-mail, as long as the employee can both ask and receive answers during the training session.

### WAC 296-823-12010

#### Provide additional training

##### You must

- Provide additional training when you add or change tasks or procedures that affect the employee's occupational exposure.



**Note:**

- This training may be limited to the changes in tasks and procedures.



## WAC 296-823-12015

### Maintain training records

#### You must

- Maintain training records for 3 years from the date of the training
- Include the following information in your training records:
  - Dates of the training sessions
  - Contents or a summary of the training sessions
  - Names and qualifications of persons conducting the training
  - Names and job titles of all persons attending the training sessions.
- Provide these employee-training records upon request for examination and copying to any of the following:
  - Employees
  - Employee representatives.



#### Helpful tool:

#### Training Documentation Form

A training documentation form is provided for your use in the Resources section of this chapter.



# Notes

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